# QUICK GUIDE PROJECT SETUP



## • CREATE A NEW JOB

- Go to the InEight Estimate Backstage view, under Create a new Job from... ► select Scratch. Or from the left sidebar menu, click New ► select Scratch.
- 2. On the New Job dialog, name the **Code** field.
- 3. Type in a **description** in the Description field.

| Code: *      | E101 - Training Job SC |
|--------------|------------------------|
| Description: | Sample Training Job    |

4. Click **OK** to create the new project.

### • CREATE A PAY ITEM

- 1. Select Setup tab > Pay Item & Proposal.
- 2. In the Pay Item Number column, in the first blank row, type a **number value**.



- 3. In the Description column, type a **description**.
- 4. Add a pay quantity and unit of measure.



#### • SHIFT RATE CALCULATOR

1. Click on Job Properties ► Cost Basis tab, select the Shift Rate Calculator button.

| Cost Basis | Minority Setup Fuel C |             | Cost  |  |
|------------|-----------------------|-------------|-------|--|
|            | Standard Wage         | Rate Compo  | osite |  |
| 8.00       | Scale 1:              | 100.00      | %     |  |
| 8.00       | Scale 2:              | 0.00        | %     |  |
| 1.00       | Scale 3:              | 0.00        | %     |  |
| 5.00       | Shift / Ra            | te Calculat | or    |  |

2. For Shift 1, type a **number value** of hours in the **Work Hours** fields as needed.

|            | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | TOTAL |
|------------|--------|---------|-----------|----------|--------|----------|--------|-------|
| Shift 1    |        |         |           |          |        |          |        |       |
| Work Hours | 8      | 0.00    | 0.00      | 0.00     | 0.00   | 0.00     | 0.00   | 0.00  |
| Scale 1    | 0.00   | 0.00    | 0.00      | 0.00     | 0.00   | 0.00     | 0.00   | 0.00  |
| Scale 2    | 0.00   | 0.00    | 0.00      | 0.00     | 0.00   | 0.00     | 0.00   | 0.00  |
| Scale 3    | 0.00   | 0.00    | 0.00      | 0.00     | 0.00   | 0.00     | 0.00   | 0.00  |

- 3. Designate how many of your work hours will be in Scales 1, 2 (overtime) and 3 (double-time) for each of your days.
- 4. Click OK.

#### IMPORT FILTERED RESOURCES

1. Click on Job Properties ► Cost Basis tab, select the Labor Rate resource type.

| Resource / Assem    | bly Type | ^ |
|---------------------|----------|---|
| Labor Rate          |          |   |
| Construction Equi   | pment R  |   |
| Rented Construct    | ion Equi |   |
| Installed Material  | Rate     |   |
| Installed Equipment | nt Rate  | ~ |

- 2. Select the Resource / Assembly File Description.
- 3. Select the Geographic Area.
- 4. Select the Wage Zone (Work Center).
- 5. Select the Organizational Category.
- 6. Select the other resource types to apply filters as needed.



7. Select the **Import Filtered Resources** button to bring your selected resources into the job.

Import Filtered Resources